

## PUBLIC WORKS DIRECTOR

Department: Public Works  
Reports to: City Manager

### Position Summary:

Plans, organizes, directs, coordinates and evaluates the activities of the Public Works Department, comprised of Public Works Maintenance, Solid Waste Department and Engineering; oversees the provision of departmental services to City residents; prepares, implements and evaluates capital improvement and long-range infrastructure development plans; provides technical assistance and liaison with City staff, developers, and other agencies. The Public Works Director works under the direction of and provides administrative assistance to the City Manager.

### Duties and Responsibilities:

- Directs and coordinates the operations of Street/Drainage Departments, Parks/Grounds Maintenance, Water Distribution, Wastewater Treatment and Collection.
- Monitors construction projects and contracts of the Public Works and Water and Wastewater Divisions and presents status reports of such projects to the City Manager and City Council.
- Reviews time and equipment records, work in progress, and operational schedules.
- Responsible for developing short and long-term goals for Public Works, Water/Wastewater Divisions, Streets, and Parks; develops methodology for obtaining goals, implements and monitors' progress.
- Plans, directs, and coordinates the work of the employees in the Public Works Administration department.
- Directs the planning and operation of the water and wastewater systems, construction projects related to utilities, planning and operation of street, drainage, grounds maintenance, parks, construction projects, and fleet services.
- Determines scope of engineering projects; prepares Request for Proposals and contracts for consulting engineers.
- Attends various City administrative meetings (i.e., all City Council meetings, and other meetings as needed).
- Responds to concerns and inquiries from both the public and private sector, communicating all aspects of public works as requested.
- Prepares and performs verbal and written presentations to City Manager, City Staff, Boards, and City Council as required.

- Reviews and evaluates plans and specifications, reports and studies, and various drawings/diagrams for the purpose of checking for accuracy, to provide recommendations, and to provide approval.
- Reviews subdivision plans from design through the construction phase.
- Hears and provides resolution to engineering, public works, construction, and personnel issues that occur.
- Works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects.
- Research subjects and compiles and assimilates data and information into various special studies and reports to address issues and programs for the City.
- Plans, develops, and implements annual maintenance programs; operating/capital improvement budget(s), and monitors cost/expenditures to ensure adherence to such, as well as established project financial goals and objectives.
- Interacts with various regulatory and governmental agencies, and consults various data sources concerning engineering standards, regulatory compliance, and requirements for development activities.
- Performs onsite field inspections when conflicts and/or disputes occur.
- Maintains current knowledge of trends and developments in the field and facilitates application of such to department policy and procedure as appropriate.
- Read recent developments, current literature, and sources of information regarding public works.
- Responds to and resolves customer requests, complaints, and inquiries.
- Perform all other duties as assigned.

Skill, Knowledge, and Abilities:

- Plan, organize and direct the work of public works
- Analyze organizational and administrative problems, recommend alternative courses of action and provide leadership to others in implementing such actions
- Prepare clear and comprehensive reports
- Computer literate; programs Word, Excel; printer; telephone
- Communicate effectively both orally and in writing
- Establish and maintain cooperative relationships with City officials, employees, contractors, the general public and representatives of other agencies
- Apply specific provisions of applicable building, zoning and City standard specifications for public improvements; and State minimum operational standards for wastewater plant
- Select, supervise, train, and evaluate assigned staff
- Knowledge of Municipal Public Works and Wastewater planning, design, maintenance, and construction
- Principles of budget preparation and expenditure control

- Applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions
- Methods of analyzing, evaluating and implementing municipal public works and solid waste programs/projects
- Safe work practices
- Principles of Effective Management Skills

Experience/Requirement:

- High School Diploma or GED
- 3-5 years of progressively responsible experience in administering public works, or related field preferred. Any equivalent combination of education and experience that would likely provide the required knowledge and abilities may be qualifying.
- Valid driver's license; *or* Commercial Operator license; Possession of a Water/Wastewater Operators Certification

Work Hours:

Monday – Friday, 8:00 a.m. to 5:00 p.m. Alternative work schedules and hours may be directed and approved by the City Manager.

Position is subject to working afterhours, on weekends, before or after business hours, holidays, and during emergencies.